

**COMMUNITY RELATIONS  
ADVISORY BOARD  
NOVEMBER 27, 2001**

**1. ROLL CALL**

The meeting was called to order at 6:50 p.m. Present were Chair Geri Clark, Norman Blanco, Jason Curtis, Richelle Gilhauley, Kitty Preziosi, and Denis Shaw. Also in attendance were Assistant Town Clerk Barbara McDaniel and Clerk Nina Valdez recording the meeting. Vice-Chair Wayne Arnold, Lynette Brown, Brian Hierholzer, Katherine Montgomery, and Zel Veesser were absent.

**2. APPROVAL OF MINUTES:**      September 24, 2001  
   October 22, 2001  
   November 10, 2001 (tour)

Chair Clark discussed the issue of this Board passing a Resolution on the October 22, 2001 minutes to support Councilmember Susan Starkey of her endeavors regarding the Home Town Security Forum. The proper procedure was to have items go before the Town Council in written form to vote on with the recommendation from the Board. In the future, as an advisory Board, a letter of support would be presented to Council on any such items.

Mr. Blanco questioned an item on the September 25, 2001 minutes where Heidi Davis a resident of Silver Oaks was not able to attend that meeting regarding a problem she claimed to be having with lack of follow up from the Police Department when she had called for assistance. Chair Clark stated that she spoke to Ms. Davis, who apologized for not being able to make the meeting. Chair Clark believes that the problem may have been resolved by the Police Department because she had not heard back from Ms. Davis. She would follow-up on the matter.

Mr. Blanco made a motion, seconded by Mr. Shaw, to accept the minutes. In a voice vote, with Vice-Chair Arnold, Ms. Brown, Mr. Hierholzer, Ms. Montgomery, and Ms. Veesser being absent, all voted in favor. (Motion carried 6 - 0)

**3. OLD BUSINESS**

**3.1 Study Circles**

Chair Clark stated that this item would be tabled due to the fact that Sherman Mosely had suffered a stroke. She explained that he would recover, but it would take some time. Jeff Gorley from the Broward County Human Rights Board had been added to the roster for receiving agendas and would be attending future meetings.

Mr. Blanco made a motion, seconded by Mr. Shaw to table this item to a future meeting. In a voice vote, with Vice-Chair Arnold, Ms. Brown, Mr. Hierholzer, Ms. Montgomery, and Ms. Veesser being absent, all voted in favor. (Motion carried 6 - 0)

**3.2 Cultural Affairs**

Chair Clark advised that she had spoken to Special Projects Director Bonnie Stafiej regarding the flag theme for the Board's float in the March 2002 Orange Blossom Festival's parade. Ms. Stafiej recommended that in lieu of the flag drawing contest throughout the schools, the Board contact one of the Girl Scout Troops who was in ownership of a number of flags representing a variety of countries to participate in the parade. Chair Clark further stated that if the Scouts could not participate, that Western High School had flags and they could be contacted for their participation.

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**3.3 Community Outreach**

Chair Clark stated that she had spoken to Town Administrator Tom Willi regarding a vendor who did work for the Town and who would give the Board a quote for the magnets. Mr. Blanco suggested contacting the Mayor Harry Venis regarding a printer who made a donation to the Parents of Down Syndrome Children to see if the printer would donate the magnets for the Board. Chair Clark stated that the Town's vendor may also be interested in donating magnets to the Board.

**3.4 Content of Davie Community Relations in Davie Update**

Chair Clark advised the Board that Ms. Stafiej would reserve an area in the Davie Update for the Board and would accept articles. Ms. Preziosi volunteered to write a small article for review by the Board.

Chair Clark advised that Davie Police Chief John George suggested that the form for the Telephone Action Request should include an area for the caller's address. She also suggested that an area be added to include who and what department the form was forwarded to. Chief George advised that the address was an important part of the form in case the person making the complaint could not be reached by phone, then a letter could be mailed. Assistant Town Clerk McDaniel advised that she would make the additions to the form and bring to the next meeting.

**4. NEW BUSINESS**

**4.1 Telephone Action Requests**

The Board discussed the memorandum from Assistant Town Clerk McDaniel regarding the Telephone Action Request forms. They were as follows:

1. Kim Hermelyn-Extension of sidewalk. Response from the Engineering Department in which they agreed it was a dangerous situation that would be addressed by installing 500 linear feet of concrete or asphalt sidewalk.

Chair Clark would like to follow up on this as it is a safety issue. Assistant Town Clerk McDaniel responded that she would send an e-mail to Director of Development Services Mark Kutney regarding a time frame for the sidewalk extension.

2. James Anderson-Alledged falsification of two traffic violations. An updated written response from Sergeant William Coyne was brought to the meeting by Chief George and distributed to the Board and was discussed. Chair Clark stated that this issue had not been resolved due to Mr. Anderson not yet filing his complaint and further stated that he would be pursuing this issue further. She stated that part of Mr. Anderson's complaint was he felt that proper procedures were not followed at the time of the incident. Chair Clark would schedule to meet with him at a future date to follow up on the matter.

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Further discussion ensued regarding discipline procedures within the Police Department.

**4.2 Police Department's Policy on Complaints**

The Davie Police Department Employee Commendation or Complaint Brochure was examined and discussed. Chief George explained the three levels of complaints.

Chief George also stated that investigations could take up to six months to complete depending on the difficulty of the complaint. An Internal Affairs investigation, once taken beyond the administrative inquiry, where statements and reports had been written, may take a 30 to 45 day turn around period.

**4.3 Police Department's Statistics on Found and Unfound Complaints**

Chief George discussed the area on the back of the Commendation or Complaint Brochure under the title: The Findings of Your Complaint which had subtitles: 1. Substantiated, 2. Unsubstantiated, 3. Unfounded, and 4. Exonerated.

Chief George stated the meaning of a Closed Inquiry, initiated by himself, would be conducted to determine fact, it would not be due to a complaint, it would be a review of an incident. He further discussed the Internal Affairs Monthly Report for October 2001. These reports were forwarded monthly to Mr. Willi.

Chief George stated that when a commendation was received, a copy was forwarded to the officer, the officer's personnel file, and to Council. He added that a letter of acknowledgment thanking the person who submitted the commendation was mailed.

**5. PUBLIC COMMENTS**

There were no comments or suggestions.

**6. COMMENTS AND/OR SUGGESTIONS**

Mr. Shaw moved, seconded by Mr. Blanco, that the Board not meet in December and continue with the scheduled meeting in January 22, 2002. In a voice vote, with Vice-Chair Arnold, Ms. Brown, Mr. Hierholzer, Ms. Montgomery, and Ms. Veaser being absent, all voted in favor. (Motion carried 6 - 0)

**7. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

Approved: \_\_\_\_\_

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Chair/Board Member